



### Agency Records Disposition Schedule

Department: Department of Social Services

Section:

Division: Division of Finance and Administrative Services

Sub-Section:

**TITLE:** Absence Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Absence Reports - Includes leave records for DSS employees for certain time periods

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8394

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Check Cancellations

**CUTOFF:** EOSFY

**DESCRIPTION:** Client assistance payments and log of payments returned to be cancelled.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8389

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Client Cases and Payment Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Payments for basic needs made exclusively from State and/or local funds. Includes, but are not limited to costs incurred for, safety net assistance, veteran assistance, shelter care, child care and family assistance.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8380

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section:

Division: Division of Finance and Administrative Services

Sub-Section:

**TITLE:** Forgery Closed Files

**CUTOFF:** EOSFY

**DESCRIPTION:** K, L, and M Series Checks - Department of Social Services client assistance payments forgery closed files

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8374

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Outlawed Checks

**CUTOFF:** EOSFY

**DESCRIPTION:** Checks that have been returned and not paid within one year. Includes client assistance check replacement information.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8372

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Reissued Lost or Destroyed Checks

**CUTOFF:** EOSFY

**DESCRIPTION:** Client assistance replacement check information. The Family Support Division must process replacement benefits within 10 days of the report of the loss, or within 2 days of receiving a Replacement Request form, whichever is longer.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8373

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section:

Division: Division of Finance and Administrative Services

Sub-Section:

**TITLE:** Tax Credit Contribution Records

**CUTOFF:** EOFFY

**DESCRIPTION:** Records related to tax credit programs include, but are not limited to agreements, financial documents, application with proof of donation, copy of checks, cash receipts, credit card statements and tax certificates, tax credit programs include programs where a taxpayer makes an investment into the program and receives a tax credit as an incentive for the investment.

**RETENTION:** Years: 12 Months: 0 Days: 0

**NOTES:** The division administers five tax credits: Children in Crisis Tax Credit, Domestic Violence Shelter Tax Credit, Maternity Home Tax Credit, Pregnancy Resource Center Tax Credit, and Residential Treatment Tax Credit.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23304

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010